



DEPARTMENT OF THE NAVY  
STANDARD PROCUREMENT SYSTEM  
FULL OPERATIONAL CAPABILITY  
CERTIFICATION FORM AND MILESTONES

**Department of the Navy**  
**Standard Procurement System**  
**Full Operational Capability (SPS FOC) definition**

This document is intended for use as a checklist to document a Navy Activity's achievement of Full Operational Capability in use of the Standard Procurement System. The first page is the FOC milestone list, which was derived from ASN RD&A's definition for FOC. Any milestone on this list, which is not completed at the time of certification then, must be explained on second page called "Explanations of any GAPS OR EXCEPTIONS". The final page is the actual certification form with site specific information and SPS statistics. All three documents must be completed and provided to the ASN RD&A representative at the time of the certification for approval and final signature.

AMS has samples and templates for many of the plans, procedures, and other requirements listed in the FOC milestones. Contact a Navy SPS AMS representative to obtain these documents or call/e-mail Chris Webster at 703-449-2760 / [chris.webster@dsint.com](mailto:chris.webster@dsint.com) or Ron Grover at 703-227-4423 / [ron.grover@dsint.com](mailto:ron.grover@dsint.com). For additional information on the forms or the requirements, please contact the same people.

Milestone 3 is in place to insure personnel new to contracting are properly trained and to be sure training is conducted when new versions of the software are installed.

The formula in Milestone 4 is a suggested guide. The milestone is to insure sites are monitoring operational down time.

Milestone 7 refers to both ad hoc reports for local use as well as mandatory 1057 and 350 reporting

Milestone 8 refers to a mechanism for tracking PALT

Milestone 9 is to insure database back up procedures are in place and a contingency plan of operations has been established.

Mr. Eugene Toni, the Navy SPS Component Management Office (CMO) IOC/FOC Manager or his designated representative will conduct an FOC certification for each site. Please contact Mr. Toni at (703) 601-0254 or Mr. Eric Ferraro of PricewaterhouseCoopers at (703) 322-5234 [eric.ferraro@us.pwcglobal.com](mailto:eric.ferraro@us.pwcglobal.com) for scheduling or other questions concerning FOC (or IOC) and for sample milestone templates.



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## FOC MILESTONES

<b>FOC MILESTONE</b> IF "SEE NOTE" BLOCK IS CHECKED, EXPLANATION WILL BE PROVIDED IN THE "GAPS OR EXCEPTIONS" SECTION ATTACHED TO THIS DOCUMENT	<b>DATE COMPLETE</b>	✓ <b>See Note</b>
1. Date site was certified by the CMO as having reached IOC		
2. Site SPS standard operating procedures have been documented and implemented		
3. A 24-month training plan has been approved by the Director of Contracting		
<p>4. The site has developed a process for measuring the operational availability of the SPS application, using the following definition from the SPS Operational Requirements Document as a guide: <i>SPS availability means the number of hours per week the SPS software application and operational data base (AODB) are actually available for use by a properly trained, authorized person. Availability assumes a 40-hour workweek and is measured by the ratio of total workweek time minus AODB downtime to total workweek time. The ratio will be expressed as a percentage (e.g., 93.6%):</i></p> $\text{Availability} = \frac{40 - \text{AODB Downtime}}{40} \times 100$ <p><i>For purposes of these computations, AODB downtime includes any downtime caused by or incident to infrastructure failures (hardware, peripheral equipment, LANs, WANs, and power failures).</i></p>		
5. The individual's contract actions are developed, compiled, routed and approved exclusively through SPS.		
6. A plan is in place to retire all activity contracting legacy systems, with the exception of those maintained exclusively for accessing historical data for planning or reporting purposes		
7. Mandatory and ad hoc contract action reporting is provided electronically by SPS or its associated automated reporting tools		
8. The activity maintains a system for tracking aggregate productivity and contracting transaction throughput		
9. The site has a Continuity Of Operations Plan in place, providing procedures for system backup and restoration and for data recovery following an operating system		
10. Interactive application and systems administration support is available to users during 100% of the activities normal working hrs.		



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**EXPLANATION OF EXCEPTIONS AND GAPS RELATED TO FOC MILESTONES**

(REFER TO MILESTONE NUMBER FOR EACH EXPLANATION)

Examples-{ Item #7-Ad-hoc reporting functionality is not available in our version of the software so unable to accomplish at this time, or Item #5-Not all individual contract actions are processed through SPS. Four contracts were excluded for the following reasons.....



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## **PD<sup>2</sup> Full Operating Capability Verification Form**

<b>ACTIVITY SPECIFIC INFORMATION</b> (TOTAL NUMBER OF USERS INCLUDES PARENT AND SATELLITE ACTIVITIES)	
Claimant Name	
Name of Activity	
IOC Certification date	
Number of satellite sites*	
Number of satellite users	
Total number of users	
Total number of installed licences	
Number of Contract Actions completed in SPS to date:	
Solicitations	
Contracts awarded	
Delivery Orders	
Modifications	
Contracts migrated	

\* A satellite site is defined as an activity connected to the same server as this site, but are located at a different military installation.

## **CERTIFICATION**

The Director of Contracts at the activity may not delegate authority to certify the activity as being FOC-ready. By signing this form, you are declaring this activity has successfully transitioned to Full Operational Capability with the Standard Procurement System, and the FOC milestones have been accomplished or the exceptions have been documented.

<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>
	<b>SITE SPS MANAGER</b>	
	<b>DIRECTOR OF CONTRACTS</b>	
	<b>ASN REPRESENTATIVE</b>	